

Johnnie Roark
Director of Community Development

Lonny Hamlett
Building Official



Telephone: (434) 352-8183

Fax: (434) 352-4214

Appomattox County
Department of Community Development
Post Office Box 863
Appomattox, Virginia 24522

BEFORE YOU BUILD

A CHECKLIST OF PERMIT REQUIREMENTS IN APPOMATTOX COUNTY

- ☐ Is your property recorded in Appomattox County?

Check in the Clerk of Circuit Court Office (434) 352-5275 – a copy of the plat on file should be submitted for any new dwellings.

- ☐ Do you need a Health Department Permit?

If your building will require the use of a septic tank and drain field, a permit will be required from the Appomattox County Health Department (VDH), (434) 352-2313. The Department of Community Development will need approval from the Health Department before a building permit can be issued.

If your new building is located within the Town Limits of Appomattox – you will need to contact the Town Office at (434) 352-8268 to inquire on water requirements.

- ☐ Do you need a zoning permit?

If your new building is 200 square feet or larger, you will need to complete a zoning permit application. There is a \$25.00 charge for this permit.

On the zoning application you will be asked to sketch a drawing of the proposed building(s) and any existing buildings on the property. You will need to give setbacks to each of your property lines. If your setbacks do not meet the county's requirements your application will not be approved. These setbacks are determined by the zoning of your property. Please have your tax map number with you to help look up the zoning information. Your tax map number can be found on your tax bill or you can call the Commissioner of Revenue's Office at (434) 352-7450 to obtain the number.

Structures less than 200 sq. ft. must adhere to zoning setbacks, however, no permit or fee takes place.

If your new building is located within the Town Limits of Appomattox – you will need to contact the Town Office at (434) 352-8268 to inquire on zoning requirements.

A CHECKLIST OF PERMIT REQUIREMENTS IN APPOMATTOX COUNTY (Cont'd)

- Do you need an erosion and sediment control permit?

If you are grading or disturbing less than 5,000 square feet, an Agreement in Lieu of an Erosion & Sediment Control Plan application must be completed. If you are grading or disturbing more than 5,000 square feet, a Land Disturbance permit may be required. Check with the Department of Community Development at (434) 352-8183 to be sure.

- Do you need a building permit?

If your building is 200 square feet or larger a building permit will be required. Detailed plans and specifications are required when submitting this application.

- Do I need permit from the Virginia Department of Transportation?

VDOT regulations are continually being updated, therefore, it is recommended that you go to the VDOT website for any and all requirement information.
<http://www.virginiadot.org>

**** Don't forget to make arrangements for service with your utility companies and check with Miss Utility (1-800-552-7001) to locate buried pipes and cables before you start to dig ****